

Agency Human Resource Services

AHRS Periodical



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

PMIS Work Mode Categories Guidance Update for Hoteling

Based on feedback from agencies and the continuing evolution of work environments in state agencies, DHRM is providing updated guidance related to the designation of PMIS Work Mode categories for agency employees. The [Work Mode Categories Guide](#) document on the DHRM website has also been updated.

The updated guidance in this new version is targeted to enable agencies who are implementing hoteling work arrangements to assign employees to an appropriate telework work mode category. Hoteling is when an agency employee works from an alternative work location at a state agency site that is closer to the residence of the employee than his/her normal and expected central work site on a part or full time basis. Hoteling arrangements can benefit state agencies by reducing commute times, increasing employee productivity, and enhancing work life balance for employees - and they benefit citizens and businesses of the Commonwealth by reducing traffic and public transportation congestion and accompanying wear and tear on valuable transportation infrastructure.

Here are key guidelines to keep in mind about the updated guidance:

- To assign any of the telework work modes, the position must be telework-eligible
- The alternate agency work site for a hoteling type telework arrangement must be closer to the employee's residence than his/her normal or agency central work site. The alternate work site can be any other state agency site - it does not necessarily have to be a site of the employee's agency.
- For hybrid or limited telework hoteling arrangements, the space used by the employee at the alternate agency work site should be a shared or open common space (e.g. conference room) – the use of multiple dedicated offices for hybrid or limited telework hoteling is not aligned with the key drivers and goals for telework in state agencies. If an employee is assigned a permanent full time alternate hoteling telework work site, his/her previous office space should be repurposed for other use.

Hoteling arrangements can be helpful where telework is a good fit for the job - but the employee:

- Does not have broadband internet access available at his/her residence or it is cost prohibitive; and/or
- Needs access to systems, networks, or tools that are only available on-site at an agency location; and/or
- Occupies a residence is not suitable for telework (e.g., insufficient technology or ergonomic infrastructure available, no quiet office space, etc.).

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Statewide Pay Action Summary Report for April — June 2014

Reason	All Actions	Salary Changes	Average % Change
Agency Special Rate	104	102	2.66
Change of Duties Salary	256	256	6.98
Competitive Salary Offer	57	57	12.46
Competitive Voluntary Transfer	536	381	8.40
Disciplinary Demotion	4	4	-7.64
Disciplinary Pay Action	1	1	-5.00
Downward Role Change	13	.	.
End Temp Pay: Acting Status	90	90	-9.02
End Temp Pay: Additional Duties	43	43	-7.37
End Temp Pay: Special Assgnmnt	17	17	-8.62
Field Change	43	42	11.08
Internal Alignment Salary	686	685	5.31
Lateral Role Change	77	34	7.15
New Knowledge/Skills/Abilities	216	216	7.00
Non-Competitive Voluntry Trans	321	62	5.21
Non-Routine	144	144	10.31
Promotion	377	373	15.99
Reassignment	54	.	.
Retention Salary Increase	271	271	6.41
Return To Level	1	1	-40.42
Temp Pay: Additional Duties	48	45	7.24
Temp Pay: Special Assignment	17	12	7.29
Temporary Pay: Acting Status	124	113	9.83
Upward Role Change	212	179	9.46
Voluntary Demotion	35	17	-11.89
Change of Duties Bonus	47	47	3.87
Internal Alignment Bonus	14	14	2.99
New Knowledge/Skills/Abilities	49	49	2.95
Recognition Award Leave Hours	15522	86	0.00
Recognition Award Monetary	2095	2095	0.79
Recognition Award Non-Monetary	289	289	0.13
Referral Bonus Pay Out	21	21	0.73
Retention Bonus	20	20	4.24
Retention Bonus Pay Out	364	364	2.30
Sign-On Additional Leave	11	.	.
Sign-On Bonus Pay-Out	27	27	3.16
Total Actions	22206	6157	4.24

For the second quarter, there were: 2,893 base salary increases averaging 8.71%; 256 base salary decreases averaging -8.61%; and 3,012 bonus actions, averaging 1.02%.

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

Importance of Correct Birthdates in DHRM and VRS Records

DHRM provides regular PMIS data files to VRS for use within the *my VRS Navigator* (VNAV) system. It is important that employee birthdate values match in the two systems. When PMIS passes a transaction to VNAV and the employee's birthdate is not the same in both systems, the transaction will go to a Cancelled Record report and will not post to the employee's record in VNAV. In order to avoid payroll processing issues, agencies should review the Cancelled Record report timely and make any necessary corrections to ensure that the correct value appears in both systems.



Coaching

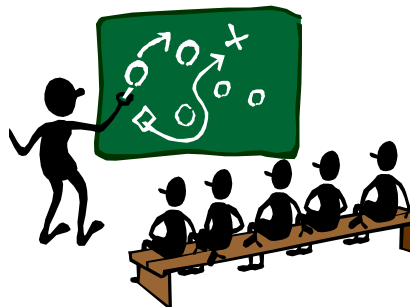
Do you know of someone in your organization who wants to develop as a leader, pursue career development, get some traction with key goals, and/or facilitate changes?

If so, Coaching may be just the strategy to meet the need!

The Coaching Process is integrative. It is goal oriented and focuses on creating strategies and actions to achieve goals. Coaching can be short-term where a single session helps someone work through a specific dilemma. Coaching can also be a multi-session process that includes goal identification, strategy development, action completion, accountability, and results. The interesting thing about Coaching is that the process not only focuses on accountability and results but also creates awareness and learning.

In the Coaching Process, people commit to working on strategies and actions to meet identified goals. The role of the coach is like a guide – the coach helps people to move through the thinking process, helps hold them accountable for their actions, and helps them recognize their insights/learning and how they might play a role in other areas of their work/lives.

So, if you have an interest in Coaching in your organization (or, maybe you would like to give it a try), contact [Deanna Goldstein](#) and we can talk through the need, process, and determine a plan. (P.S. The only cost involved in engaging in Coaching is time commitment!)



Are you Connected?

If not, be sure to join the **Commonwealth of Virginia HR Connection Group** on [LinkedIn](#)! Become a member so that you too can join in discussions with the Commonwealth of Virginia HR Community like *Lessons Learned with “Check-In” as Adobe Transitions PM Processes*.

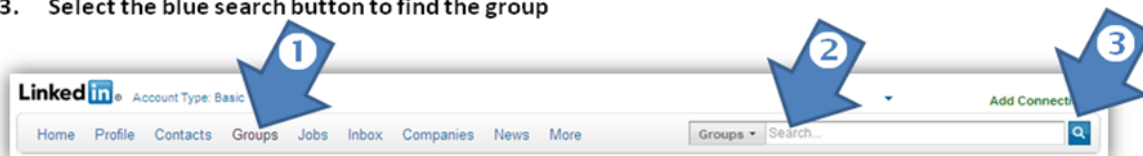
The purpose of the group is to allow HR staff to share information, ask questions, obtain input, and network across agencies and organizations. If you’d like to become a part of this and be able to ask questions, participate in discussions and share information, you will need to setup a profile on [LinkedIn](#) <https://help.linkedin.com/app/answers/detail/a_id/2964> and then request to join the group.

How do I join the Commonwealth of Virginia HR Connection LinkedIn group?

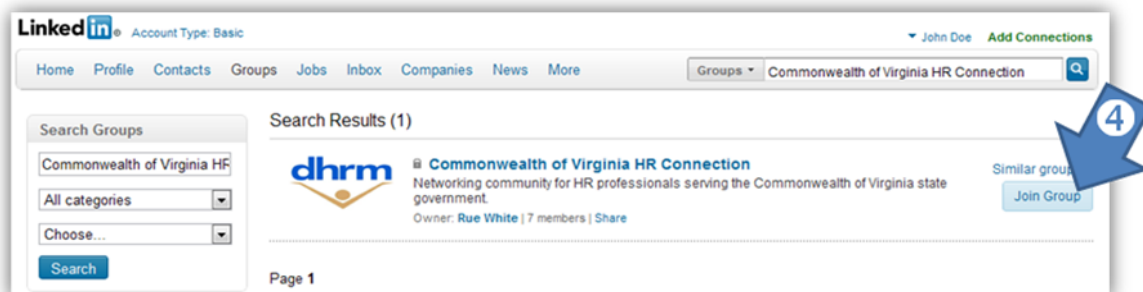
To join the LinkedIn group:

Go to www.linkedin.com and login if needed

1. Click on the “Groups” selection in the menu bar at the top of the page
2. Type *Commonwealth of Virginia HR Connection* into the Groups Search text box
3. Select the blue search button to find the group



4. On the search results page, select the Join Group button and follow the instructions



We hope you will take the opportunity to join today and start engaging in discussions! If you need any assistance in joining the group, please feel free to contact Deanna Goldstein, DHRM – deanna.goldstein@dhrm.virginia.gov or Jeff Presseau, DHRM – jeff.presseau@dhrm.virginia.gov.

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To tell us what you would like to see featured in upcoming issues, contact us using the information on the left-hand side of this page.

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Here is an example of how the hoteling guidance could apply to an employee:

Sumi is a business analyst who lives with several roommates in an apartment in the suburbs of a large and busy city. She drives across town about 32 miles to work at agency central offices. Her position is telework-eligible; however the systems and networks she needs to access for daily work are proprietary and can only be accessed at an agency site with specific network access. There is a smaller agency office about 8 miles from her residence and, to reduce her commute time burden, her supervisor worked with the staff of the smaller site and found an open work area she can share a couple of days a week with no problems. Sumi's supervisor implemented a hybrid telework agreement and listed the alternate agency site close to her residence as the alternate work location, and HR updated her work mode category to "hybrid teleworker" in PMIS. Sumi now has a much shorter commute a couple of days a week, and she can also work at the alternate site if the main central office is closed, supporting continuity of operations plans for the agency. She checks in with her supervisor by IM and phone as needed when she is working at the alternate site, and she has expanded her network of agency contacts by making some new friends at the alternate work site.

If you have questions about these updates, please contact your [assigned DHRM consultant](#) or Jeff Presseau at DHRM.



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